

PERFORMANCE MONITORING PLAN

PERFORMANCE INDICATOR	INDICATOR DEFINITION AND UNIT OF MEASUREMENT	DATA SOURCE	METHOD/APPROACH OF DATA COLLECTION OR CALCULATION	DATA ACQUISITION		ANALYSIS, USE & REPORTING	
				SCHEDULE/FREQUENCY	RESPONSIBLE PERSON(S)& TEAM	SCHEDULE BY MANAGEMENT EVENT	RESPONSIBLE PERSON(S)& TEAM

I. Intermediate Objective: NUMBER OF IRAQIS TRAINED IN VOCATIONAL TRAINING INCREASED

Indicator: 70,500 NUMBER OF IRAQIS TRAINED BY THE PROJECT DISAGGREGATED.

I. Number of people trained as a direct result of project and related training programs.	Definition: Includes short and long-term training provided directly by project which enables job-seekers to find employment in both the public and private sectors. Information disaggregated by technical areas of training, location, and gender.	1. Attached Project Questionnaires; 2. MOLSA databases; 3. Independent Sources of Information	1. Project Training reports; 2. MOLSA VTTC, ESC reports training data. 3. Course Training Reports, Trainee Records, TARs, etc.	Monthly compilation of weekly reports.	MOLSA and Project Monitoring Team.	Technical reports submitted monthly	COP or his/her designated person.
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COMMENTS/NOTES:

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II. Intermediate Objective: MOLSA CAPACITY TO PROVIDE EMPLOYMENT ASSISTANCE SERVICES INCREASED

Indicator 2. Number of Operational VTTC and ESC Centers that demonstrates strengthened service provision.	Definition: A Center demonstrates greater provision in delivering core job-matching services. Core services for a job matching system are job seeker registration, identification of job vacancies, and appropriate referrals. Greater capacity is demonstrated when a Center improves performance as measured by criteria noted on the Summary Services Reports and Operational Assessments.	Determined by: 1. Summary Services Report; and 2) Operational assessments.	1. Summary Services Report summarize the number of job-seekers and trainees; 2. Operational Assessments assessed by joint Project/MOLSA team using a modified criterion-referenced form developed by Project Technical Team and MOLSA. Results corroborated by Project Monitoring Team.	Monthly compilation of weekly reports.	MOLSA and Project Technical and Monitoring Teams.	Technical reports submitted monthly	COP or his/her designated person.
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Indicator 2A. Number of Operational VTTC and ESC Centers function effectively	Definition: A center has adequate physical facilities (existing, repaired, or new), office equipment to allow staff to run the center and adequate training equipment to provide effective training. Construction and equipment provided and procured by MOLSA, the Project or other sources.	1. GAP Analysis; 2. GAP Follow-up; 3. MOLSA contracting and procurement; 4. Project contracting and procurement	Field Visits, monitoring of construction contracts and material procurement reports	Monthly compilation of weekly reports.	MOLSA and Project Technical and Monitoring Teams.	Technical reports submitted monthly	COP or his/her designated person.

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Indicator 2B. MOLSA Staff Trained: Number of individuals that have completed training courses.	Definition: "Training" = Training will be delivered in-country by project TA or 3 rd party consultants both in country and out-of country. Areas of training include employment assistance services, policy development, information gathering and survey methodology, public relations, etc.?	Record of training courses	Record of trainings issued by Project and cooperating parties.	Monthly compilation of weekly reports.	MOLSA and Project Technical and Monitoring Teams.	Technical reports submitted monthly	COP or his/her designated person.
Indicator 2C. Strengthened information-gathering and survey capability	Definition: MOLSA's capability to gather information and conduct surveys will be strengthened through training, technical transfer, and carrying out actual surveys	Survey Reports	MOLSA and Project records of actual survey design and implementation, survey results, statistical analysis, etc.	Monthly compilation of weekly reports.	MOLSA and Project Monitoring Teams.	Technical reports submitted monthly	COP or his/her designated person.

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Indicator 2D. Donor and Project Coordination enhanced	Formal and informal coordination efforts by MOLSA and supported by the project to coordinate technical, geographical and programmatic areas with different international donor organizations.	Meeting minutes and Conference records	Recording of Minutes and proceedings by MOLSA and Project	Monthly compilation of weekly reports.	MOLSA and Project Technical and Monitoring Teams.	Technical reports submitted monthly	COP or his/her designated person; USAID Mission

COMMENTS/NOTES:

INDIVIDUAL TRAINING RECORDS

Direction: Attach Copy of Identification Card

CATEGORIES	INFORMATION
DATE	
TRAINING NUMBER (to be generated)	
PHYSICAL LOCATION	
INSTITUTION	
NAME	
GENDER	
IRAQI NATL IDENTIFICATION NO.	
ADDRESS	
TELEPHONE	
PREVIOUS EMPLOYMENT HISTORY	
PREVIOUS SALARY?	
ACADEMIC BACKGROUND	
PREVIOUS VOCATIONAL TRAINING	
TRAINING ACITIVITY RECORDS	
FOLLOW-UP: RESULTING EMPLOYMENT	
FOLLOW-UP: RESULTING SALARIES	
COMMENTS	
SOURCE OF INFORMATION ON TRAINING?	

TRAINING COURSE

TITLE: _____

Attach Class Attendance Records, TARs

CATEGORIES	INFORMATION
DATES OF COURSE	
TRAINER'S NUMBER (to be generated)	
PHYSICAL LOCATION	
INSTITUTION	
COURSE DESCRIPTION	
No. OF CLASSROOM SESSIONS	
No. OF WORKSHOP/LAB SESSIONS	
NUMBER OF STUDENTS REGISTERED(TOTAL)	
NUMBER OF MALE STUDENTS REGISTERED	
NUMBER OF FEMALE STUDENTS REGISTERED	
NUMBER OF FIRST TIME TRAINEES	
NUMBER OF STUDENTS COMPLETED(TOTAL)	
NUMBER OF MALE STUDENTS COMPLETED	
NUMBER OF FEMALE STUDENTS COMPLETED	
NUMBER OF FIRST TIME TRAINEES	
STUDENT EVALUATIONS	
STUDENT TAR AVERAGE	
COMMENTS	

ON THE JOB TRAINING ACTIVITY

TITLE: _____

Attach Class Attendance Records, TARs

CATEGORIES	INFORMATION
DATES OF COURSE	
OJT CONTACT	
PHYSICAL LOCATION	
COMPANY	
COMPANY CONTACT	
COMPANY ADDRESS	
COMPANY TELEPHONE	
OJT DESCRIPTION	
NO OF CLASSROOM SESSIONS	
NO OF WORKSHOP/LAB SESSIONS	
NUMBER OF STUDENTS REGISTERED(TOTAL)	
NUMBER OF MALE STUDENTS REGISTERED	
NUMBER OF FEMALE STUDENTS REGISTERED	
FINANCIAL INCENTIVES	
STUDENT TAR AVERAGE	
OJT TRAINEE EVALUATIONS	
COMPANY EVALUATION	
COMMENTS	

VOCATIONAL EDUCATION INSTRUCTOR

CATEGORIES	INFORMATION
DATE	
TRAINER'S NUMBER (to be generated)	
PHYSICAL LOCATION	
INSTITUTION	
NAME	
GENDER	
IRAQI NATL IDENTIFICATION NO.	
ADDRESS	
TELEPHONE	
CURRICULUM VITAE	
PREVIOUS SALARY ??	
ACADEMIC BACKGROUND	
PREVIOUS VOCATIONAL TRAINING	
TRAINING COURSES PROVIDED	
STUDENT EVALUATIONS	
SUPERVISOR'S EVALUATIONS	
COMMENTS	

TRAINING ACHIEVEMENT RECORD

Directions: Check (✓) block if specific item on TAR is completed appropriately

Vocation: _____							DUTIES AND TASKS				CERTIFICATION PAGE						Comments Regarding Progress		
							Proficiency Levels												
							3 and 4				1 and 2		Heading Completed		Rating			Signatures	
							Signed		Dated	X's Circled	Pencil Entries	On-going			Final				
Name	Id No.	DOE	Center	Address	Phone	Instr	Name	Yes					No	(pencil)		(ink)	Instr	Stdnt	
1.																			
2.																			
3.																			
4.																			
5.																			

SUMMARY SERVICES REPORT

VOCATIONAL AND TECHNICAL TRAINING CENTER AND EMPLOYMENT SERVICES CENTERS

LOCATION:

DIRECTOR:

DATE OF REPORT:

CATEGORY	MALE	FEMALE	TOTAL
Registration/Counseling Department			
Total number of jobseekers appeared in the Center			
"Returning" jobseekers (window data check)			
Filled Registration Forms			
CV's entered into the database			
Jobseekers Counseled			
Outreach Department			
Companies visited - Outreach (vacancy identified)			
Companies visited - IC (vacancy identified)			
Vacancies collected - Outreach			
Vacancies collected - IC			
Matched jobseekers			
Notified jobseekers			
Notified jobseekers attending pre-screening			
Pre-screened jobseekers who reject the job			
Pre-screened jobseekers who don't fit the criteria			
Pre-screened jobseekers referred to the company			
Candidate CV's sent to the company			
Candidate names sent to the company (in the list)			
Filled vacancies - Outreach			
Filled vacancies - IC			
Field Coordination / IT / Database			
Total number of jobseekers registered in the database			
Registration Forms entered into the database / in Reg. Dep			
Registration Forms entered into the database / in DB Dep.			
OJT			
Companies visited			

CATEGORY	MALE	FEMALE	TOTAL
Contracts follow up			
Signed OJT Contracts			
OJT Trainees			
Finalized OJT Contracts			
Trainees finalized OJT Contract			
Cancelled OJT Contracts			
Trainees cancelled OJT Contract			
Ongoing OJT Contracts			
Ongoing OJT Contracts - no. of trainees			
Vocational Training			
Completed Training			
Ongoing Training			
Projected Training			
Completed Training Courses (Topics & Numbers)			
Ongoing Training Courses (Topics & Numbers)			
Projected Training Courses (Topics & Numbers)			